

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

*Letter of Appreciation*

FROM:

EXTENSION

NO.

*DCI/ICS-82-4579*

DATE

*13 Sept. 82*

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

*ICS Registry*

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

SEP 1982

LOGGED

*Press!*

DIRECTOR OF CENTRAL INTELLIGENCE  
**Committee on Imagery Requirements and Exploitation**

DCI/ICS-82-4579  
13 September 1982

MEMORANDUM FOR: [REDACTED]

Chairman, COMIREX

STAT

VIA:

Chief, Executive Staff [REDACTED]  
Vice Chairman, COMIREX

STAT

SUBJECT:

Letter of Appreciation [REDACTED]

STAT

1. As you know the printing plant completed work on the final volume of the Imagery Policy Manual last week. I would like to take this opportunity to call your attention to the invaluable assistance your secretary, [REDACTED] provided to me during the final stages in the preparation of this document. I recognize that it was outside of her normal duties to personally augment this major effort by the COMIREX Secretariat and I realize that it placed a significant burden on her work schedule.

STAT

2. [REDACTED] devoted the major portion of her normal work routine to this support plus voluntarily worked many hours overtime during the last weeks of preparing the manual. Her activities proved to be essential in coordinating the final typing of the text and converting the word-processing diskettes to printing format. Her work on this project contributed significantly to the timely submission of the manual to Admiral Inman prior to his departure as well as the follow-on printing of the manual. During her direct support to me on this project she demonstrated a high degree of professional skill and an outstanding spirit of cooperation.

STAT

[REDACTED]  
Executive Secretary


STAT

SUBJECT: Letter of Appreciation



STAT

DISTRIBUTION: DCI/ICS-82-4579

- 1 - 
- 1 - CMX Staff File (Admn-Gen)
- 1 - Exec Sec/CMX Chrono
- 1 - ICS Admin/Pers
- 1 - ICS Registry

STAT